

FOLIO

Preparation Key To Registration

For many students entering a postsecondary institution for the first time it can be an experience of mixed emotions. At last, the excitement of finally being able to experience university life first hand. By the same token, however, confusion can alarmingly overcome the excitement when one is suddenly confronted with the decision-making process of registration.

However, all confusion can be easily eliminated by simply being prepared, according to The University of Alberta's Acting Registrar, Lynn Morgan. He points out that confusion can stem from the fact that first-time registrants are faced with having to make decisions, negotiate with Faculties and/or departments for courses and, in some cases, experience disappointment because they cannot enroll in a specific course of their choice.

Having been associated with registration for the past twenty-three years, Mr. Morgan knows all too well how some students could find the process confusing. Yet, he feels if registrants familiarize themselves with the necessary course requirements before registration, most of this confusion could turn into a straight forward process.

However, before one registers admission to the university must be made. Mr. Morgan emphasizes that there is a distinct difference between admission and registration. A student must first seek admission through the Registrar's Office, providing personal background information. If the Office determines that the applicant is eligible for admission then the student's form is sent to the

specific faculty for its approval. Once passed this procedure, the student is then granted permission to register.

Many times though, those who are accepted do not decide to register. For instance, Mr. Morgan points out that several years ago fourteen thousand students applied for admission. The list was screened to seven thousand who were eligible for admission but of these, only five thousand actually registered.

Mr. Morgan describes registration for first-time registrants as a five-part undertaking. The first stage is the actual registration form, from which the Registrar's Office assesses the applicant's eligibility through a screening procedure. Also during this phase, the office has to determine how many staff will be required to run an efficient registration, taking into consideration the volume of students who will be entering into the system.

The second procedure originates with the faculty from which the registrant is seeking his or her degree. Here, the individual faculty controls all information ranging from course choices to sorting out any timetable conflicts.

In the third phase, students are assigned to specific sections of particular courses. Here it is a case of a juggling act where each course section must fit neatly into the student's timetable. Faculties must also evenly divide the number of students requesting specific courses so as to eliminate any overload.

Mr. Morgan feels most faculties do not bother with the fourth stage, which involves reviewing the final registration form. Per-



Dr. Myer Horowitz officially moved into the office of the President of The University of Alberta on Wednesday, 1 August. Formal installation ceremonies are to take place on Thursday, 13 September at 8:30 p.m. in the Northern Alberta Jubilee Auditorium. Dr. Horowitz will be presented for installation by the Chairman of the University's Board of Governors and will be installed as President by the Chancellor of the University. The Registrar's Office will be issuing personal invitations for both the installation ceremonies and the reception following in the dining room of Lister Hall.

haps, he adds, because individual faculties have already screened forms and corrected any complications.

The fifth and final phase requires students to go to the ice arena where staff members receive the forms and ensure

that they are correctly marked. Students can pay tuition fees here, receive identification cards and in some cases, pay general fees.

Over the years there have been several major changes in the

continued on page two

process. Registration was decentralized in the '60s simply because the number of students seeking admission could not be accommodated in the space which had originally serviced the registrants. Thus, the emergence of the five-part procedure which is spread throughout the campus.

Another of the major changes saw registration move from one which was completely manual to a computerized system. Mr. Morgan says each student's basic information is fed into a computer when he registers, and all pertinent information is then on record for the student's entire academic career.

Pre-registration is perhaps one of the most convenient changes brought in during the seventies. It allows returning students to go directly to their faculty to arrange the next year's courses. To date, approximately eighty-five percent of returning students take advantage of it.

Eight to twelve months of preparation by the University's Registrar's Office comes to a head when winter session registrants appear in September. This year approximately ten thousand students will register. Of these, about twenty-five hundred will be doing it for the first time during the three day, 5 to 7 September, registration period. □

FOLIO

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All inquiries and correspondence should be directed to:

Folio
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The Office of Community Relations produces Folio on a weekly basis for the staff and other interested persons.

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Board/NASA Agreement

The following news release was received from Personnel Services and Staff Relations, and is dated 20 July 1979.

The Arbitration Board established to consider the interest dispute covering 1978/80 contract negotiations between the Board of Governors and the Non-Academic Staff Association issued its arbitral award on 19 July 1979. The decisions covered in the arbitral award in addition to the articles previously signed off by the Board of Governors and NASA will form the Collective Agreement governing the terms and conditions of employment for employees in "general support services" bargaining unit with certain exceptions which are referred to below.

The terms and conditions of the Master Agreement take effect immediately and will remain in effect until 31 March 1980. There is, however, provision for an immediate reopeners covering salary and benefits and, therefore, it is expected that negotiations covering the period 1 April 1979 to 31 March 1980 will begin shortly.

Agreement booklets will be distributed to employees and administrative units as soon as they can be printed. Except where there is an amendment required as a result of a new or changed provision in the Agreement, established Personnel policies and procedures will continue to apply. The *Manual of Administrative Procedures* will be updated and new procedures as required will be written over the next few months.

The Agreement contains the following provisions related to wages, salaries and other pay related benefits:

1. The Arbitration Board has awarded a 1.7% scale adjustment retroactive to 1 April 1978. This is in addition to the 5.8% or \$50 per month adjustment implemented by the Board of Governors in June 1978.

The retroactive increase covers the period 1 April 1978 to 31 July 1979 and will be calculated

as a percentage of total earnings.

The new salary scales will be applied from 1 August 1979.

The retroactive adjustments for salaried employees will be included in the August paycheques. Hourly employees will receive this adjustment in their pay cheques covering the 1 to 15 August pay period.

2. *Overtime*—This provision is changed to double time after two hours of overtime (previously four hours) effective 19 July 1979 (i.e. no retroactivity).

3. *10% Shift Differential*—Applicable to *all employee types* effective 19 July 1979 for afternoon and evening shifts.

4. *Vacations*—This provision is changed effective 1 June 1979 for regular salaried employees.

—4 weeks in the vacation year in which he completes 7 years of service;

—5 weeks in the vacation year in which he completes 20 years of service;

—6 weeks in the vacation year in which he completes 31 years of service;

—discontinuation of the additional 4 weeks in the 20th, 25th, 30th, and 35th years.

Those employees who would have been eligible for the additional four weeks will be given a transitional option, and will be given additional days to compensate for the change. Employees and departments affected by this change will be advised.

Recurring term, term and hourly employees will receive vacation pay at six percent (6%) payable upon separation or 31 May each year.

5. *Sick Leave*—Applicable to regular salaried and recurring term employees.

General Illness—No significant changes to this provision.

Casual Absence—Changed to *Casual Illness*.

6. *Special Leave*—With specific provisions for paid leave to partially replace the previous casual absence provision. Departments will be advised on new provisions and the revisions

required in attendance reporting.

7. *Separated Employees*—The arbitral award has stipulated that bargaining unit employees who have left the employment of the University since 1 April 1978 will receive the adjustment upon written request to Personnel Services and Staff Relations within a 30 day period (by 18 August 1979). Any inquiries in this regard should be directed to Personnel Services and Staff Relations.

8. *Employees on Leave Without Pay*—Employees on approved leave without pay in excess of thirty days are eligible to receive the retroactive payment at the end of August.

Employees excluded from the bargaining unit will be eligible to receive an equivalent retroactive adjustment for the period 1 April 1978 to 31 March 1979, as follows:

- a) *Trust/Research Employees*
Trustholders will be contacted by this Office with a recommendation that they authorize the retroactive adjustment.

- b) *Managerial/Confidential Excluded Employees*

The Board of Governors has decided that these employees will receive the equivalent retroactive scale adjustment covering the period 1 April 1978 to 31 March 1979.

Further adjustment, if any, to current rates will be deferred pending finalization of 1979-80 negotiations.

Non-academic bargaining unit employees who left the employment of The University of Alberta during the period 1 April 1978 to 19 July 1979 are eligible to receive an adjustment of 1.7% of earnings retroactive to 1 April 1978, upon written application by 18 August 1979 to the Director of Personnel Services and Staff Relations, University of Alberta, T6G 2J7. Please include the following information in your letter:

Name, Social Insurance Number, Department, nature and duration of employment, Current address and telephone number. □

Directoral Appointment



Project Morning Star has a new director in the person of Leroy V. Sloan. Mr. Sloan was recently appointed to the post for a three-year term effective 1 July 1979. The appointment was made by the Morning Star Board which consists of Alice and Bernie Makokis of the Blue Quills Native Education Council; R.S. Patterson, Professor of Educational Foundations and Associate Dean of the Faculty of Education; and P.A. McFetridge, Professor and Chairman of the Department of Elementary Education.

Mr. Sloan will spend the first two years of his term of office at St. Paul, Alberta, which is near the site of Project Morning Star, and the third year at the University.

Originally from North Battleford, Saskatchewan, he is a graduate of the University of Saskatchewan, having received his BEd and MA from that institution. He is currently completing a PhD in Educational Administration at this University.

Prior to being appointed Director of Project Morning Star, Mr. Sloan was a research associate in program evaluation in the Faculty of Education.

As Director, he will serve as the chief administrative officer of the project, acting under the direction of the Board, and will have overall responsibility for all aspects of the program. □

Scheduled Tours of Campus Being Offered

During the month of August, Edmontonians and visitors to the city are being invited to the University for scheduled walking tours of the campus. The tours, offered by the University's Office of Community Relations, depart each Thursday and Sunday afternoon at 2 p.m. from the extreme

south end of the HUB shopping concourse level.

The departure point is convenient to the ETS bus stops on 89 Avenue; those persons coming by car are advised to park in 'N' or 'U' lot, both are adjacent to HUB and accessible from 111 Street at 90 Avenue.

The tours are of about one and one-half to two hours duration and feature views of campus buildings and landscaping and information about the University. Emphasis is given to pointing out areas regularly open to the public, such as the Tropical Display Greenhouse, the Geology Museums, the University Art Gallery and Museum, and to encouraging the participants in the tour to visit these areas on their own later.

This program of regularly scheduled tours is partly experimental in nature. The response with which the tours are met will help to assess the desirability of offering similar tours in the future, and, it is felt, experience gained during the month will be valuable if a program of scheduled tours is to be designed for the future.

Those persons wishing further information about the campus tour program are asked to contact the Office of Community Relations, 432-2325. □

Native Teacher Education

Project Morning Star, the native teacher education program offered under the auspices of the Faculty of Education, is moving onward with a new three-year program. Applications for enrolment are now being received by Morning Star Director, Leroy Sloan, and the interviewing process will get underway shortly. The program, which was established in 1975, had provided two years of university credit leading to the BEd degree. The Morning Star Native Teacher Education Project: Cycle III will begin on 10 September. It features two years of study at Blue Quills Schools which is located near the Saddle Lake Reserve about 200 km northeast of Edmonton. This time frame is necessary to familiarize students with the tempo of university life. The third year of study is then taken at the University. After completing this year, students are granted an interim certificate which allows them to teach in any school in Alberta for a specified time. Each student can either combine this teaching position with the fourth and final year of study or stick strictly to teaching before moving into the closing year of study leading to the BEd degree.

Ten courses will be taught by senior staff members of the University during the first year. As the courses will not be concurrent, the students' introduction to academic will be slow and steady. A counsellor/tutor will be on hand during the term and the program's amenities include hot meals and a day care facility.

Mr. Sloan will undertake the broadening of the program's cultural component; he also intends to increase the University's awareness of Project Morning Star and interest fully qualified teaching personnel in lending their talents to the proceedings.

It is the intent of The Morning Star Native Teacher Education Project: Cycle III to prepare native teachers who will "provide appropriate role models for native children and offer instruction in native settings that bridges the cultural gap between home and school."

According to Mr. Sloan, the project is intended for students who are vitally interested in what it stands for and who are willing to give of themselves in order to do well. A total of forty students can be accommodated and students twenty years of age and over who do not have senior matriculation can be accepted as mature students.

Application forms can be obtained by contacting Leroy Sloan, Director, Project Morning Star, Room 845, Education South Building, The University of Alberta, T6G 2G5. Telephone 432-3751. Forms may also be secured by writing to Post Office Box 279, St. Paul, Alberta, or by telephoning 645-3212.

Project Morning Star is funded primarily (and jointly) by the Federal Department of Indian Affairs and Alberta Advanced Education and Manpower. The University also contributes to the project. □

Food Service on Campus

The following has been received from Gail Brown, Director of Housing and Food Services:
Beaver Food Consultants were employed this past winter to make recommendations with respect to our proposed new Personal Meal Program and to review our food service operations.

As a result of their reports we will be implementing the meal program this September, and while the new concept is designed essentially to improve the situation for our resident students, non-residents, staff and faculty will also have the opportunity to participate. Quite simply, the Personal Meal Program means residents can now enjoy meals at all Housing and Food Services outlets on campus, using a special currency called "scrip" to make

Campus Snowtours

Free guided walking tours of The University of Alberta campus depart from the south end of the HUB Mall at 2 p.m. each Thursday and Sunday during the month of August. For more information: telephone 432-2325

their purchases. Complete details about this new program will be announced later this summer.

Looking to the recommendations for the food service operations, many changes have already been introduced with the anticipated financial benefits. These items do not require review here as they are mostly "in-house" matters, but it is worth noting the following because of the impact it will have on our pricing policy and hence for you as our customers.

A new attractive seven-week cyclical menu plan has already been introduced into our food operations. This has the advantage of offering more variety to our customers while giving us a master base menu from which we can improve our purchasing position; it does not preclude the merchandising of certain "house specialties" that we know are popular. Expansion of the menu in some of the lunchrooms includes more hot food items and new cafeteria style service. New recipes have been introduced and old ones revised.

Following a weighted average study in April, all food items have been re-costed based on portion servings, and, in developing consistency in our service across the campus, some portion servings have been adjusted. The pricing of portion servings is accomplished in consideration of the direct food costs, labour and contribution to overhead. As you know, some items require little or no additional labour, and others are more labour intensive. This means adjustments are made to keep the product attractive to the customer, (ie: food costs usually represent 40% of the total price, but milk, at .30, is 70%). We also consider customer demand, variety, selection, price range of options available and volume of sales, always remembering presentation, portion control, waste and service.

Effective 11 June, prices were adjusted on some items—you'll notice increases as well as decreases based on new portion servings and changes in direct food costs. Henceforth, food prices will be adjusted as required, as the cost to us increases and to

Ronald K. Engstrom 1938-1979

On 19 July 1979, Ron Engstrom, aged 41, passed away as a result of a stroke. Funeral services were held 25 July 1979 in the Roy and Owen, Chapel of Chimes.

Mr. Engstrom commenced employment with the University on 1 February 1971 as Supervisor of Production in the Payroll Division. He took a keen interest in his work and served the University well in this capacity for eight and one half years. He went out of his way to assist staff and was well liked by his fellow employees. He became known to many joggers on the track as an ardent jogger after his first heart attack in December 1976. He made a remarkable recovery from his first attack and subsequently competed in a number of jogging marathons.

The deepest sympathies of all are extended to the members of the family who survive him, Lynne, his wife, and three children, Debra, Shelly, and Kevin. His wife has worked for the University in the University Health Services Department since 13 September 1974.

The Office of the Comptroller has established a Memorial Fund



to assist his wife Lynne in the postsecondary education of her children as a memorial to Ron Engstrom. Anyone wishing to make contributions to the fund may forward them to The University of Alberta, c/o E. Faszer, Office of the Comptroller. Make all cheques payable to The University of Alberta. An official receipt for income tax purposes will be issued by the Office of the Comptroller for each contribution of \$10 or more. □

people

the degree that such an increase is warranted. Alternatively, some items will simply be removed from the menu because we feel the market price is too high (e.g., currently roast veal and spare ribs are in this category). They will also be returned to the menu when the cost price is adjusted. And yes, the price of coffee is still .25.

After our last memo on price increases and the closing of some lunch rooms for the summer months, we were pleased to receive constructive comments and suggestions about the food, service and staff. Such responses are always welcome and we would encourage your continued interest in our food service operations. □

Gary Kelly, Department of English, delivered a paper, "The Art of Reading in Jane Austin's Novels" at the conference of the Association of Canadian University Teachers of English, at Saskatoon. Dr. Kelly recently published "A Constant Vicissitude of Interesting Passions": Ann Radcliffe's perplexed Narratives," in the April issue of *Ariel*.

Yar Slavutych, Department of Slavic Languages, recently read two papers at annual meetings: "Vasyl Stefanyk's Poetics" at the Pacific Northwest Council on Foreign Languages in Las Vegas, USA, and "Lesia Ukrainska's Metaphors" at the Canadian Association of Slavists in Saskatoon. During the meetings of Learned Societies, he was elected President of the Ukrainian Shakespeare Society.

R.L. Busch, Associate Professor of Slavic Languages, delivered a paper at the annual meeting of the Canadian Association of Slavists, 24 May. The paper was entitled "N.V. Gogol and the Russian Freneticists Cycle of the Early 1830's."

Wendy Kinsey, Safety Coordinator for University Occupational Health, Safety and Fire Division of Personnel Services and Staff Relations attended the 26th Annual Campus Safety Association Conference in Ann Arbor, Michigan, 25 to 29 June.

In attendance were safety professionals from all universities and colleges in Canada and the USA. Major discussion areas were safety programs and safety concerns unique to campuses.

coming events

Listings must reach the Editor by 9 a.m. on the Thursday before publication. Written notification is necessary. Listings should be sent to 423 Athabasca Hall.

Theatre

Edmonton Public Library Continuing. "The Strand Theatre Show." A Studio North and Edmonton Public Library Production of the vaudeville era in Edmonton. Adults \$4 and students \$3. Performances in the Cen-

tennial Library Theatre. Tickets available at Woodwards, SUB and at the door. Telephone 423-2331 for information.

Northern Light Theatre

Continuing. Two plays: "Piaf: Her Songs, Her Loves" and "Eight to the Bar." Performances in Corbett Hall. Telephone 429-3110 for information.

Exhibitions

Devonian Botanic Garden

Plants in bloom during the second week of August: Cimicifuga, Echinops, Gentiana, Hemerocallis, Lilium.

University Special Collections

Continuing. "Wyndham Lewis: An Exhibition in honor of Sheila

Watson." Showing in the basement of Cameron Library, Room 033. Monday to Friday 8:30 a.m. to 4:30 p.m.

Corbett Hall

Continuing. Pencil drawings by Cecile Szaszkieciz, Showing in the lobby of Corbett Hall.

University Art Gallery and Museum

Continuing. "Inuit Games and Contests," an exhibition of sixty-one Eskimo prints from the Clifford E. Lee Foundation collection; plus some Inuit sculpture from the University's permanent collection.

Continuing. "Peter Hide's Sculpture," four are situated on the lawn outside the Ring House and one inside the gallery.

Continuing. Western Canadian

Art Association Publications Awards 1979.

The Edmonton Art Gallery

Continuing. "Children by Children." Selected works by children from city-wide entries.

Continuing. "Permanent Collection." An exhibition of works from the Gallery's own collection.

Edmonton Public Library

Continuing. "Heritage Day." Photographs by Helen Fitzpatrick. Showing in the Photography Gallery at the Centennial Library.

Students' Union Art Gallery

Continuing. "The Works." An invitational exhibition and sale of works in the areas of ceramic art, blown glass, stained glass, and watercolors by artists living

Inuit Games And Contest: The Clifford E. Lee Collection

"... I long for contests in the feasting'house
the little feasting-house
of Bony One:
the one I always challenge
to a sing
and yet I don't forget
how thoroughly one pities
the victim of the fight,
made lonely by the song
of mockery,
immediately the contest
finishes . . ."
Igpakuhak
Longing for Song-Contest

Igpakuhak's song captures that festive nature of Inuit games and contests which is, also, illustrated in a collection of prints exhibited, until 12 August, in the University Art Gallery and Museum.

The Collection of sixty-one prints depicting Inuit games and contests was originated by Erla and Norman Socha of the Inukshuk Galleries of Waterloo, Ontario. Last year the Commonwealth Games Foundation, with the support of The University of Alberta, approached the Clifford

E. Lee Foundation for the funds to acquire the prints for the University's Permanent Collection. The Clifford E. Lee Foundation, which has consistently supported a wide variety of humanitarian and cultural projects, generously donated the funds to acquire the Collection and publish a catalogue. Last summer the prints were exhibited in Eaton's as part of the cultural activities which attended the Commonwealth Games.

Inuit Games & Contests, a seventy-six page catalogue illustrating the Collection, is also available at the gallery. The catalogue contains forty color and nineteen black and white reproductions which are full-page in size. The Collection explores the theme of Inuit activities connected with games, personal and communal, reflective and competitive. The Introduction by George Swinton, "Skill, Humour and Celebration," discusses the cultural significance of these activities. A brief outline of the development of the Inuit print, biographies of the artists, and a selected bibliography are included in the text. □



NANOCAK

and working in Alberta.

Provincial Museum

Continuing. Alberta Culture presents an exhibition of East Indian costumes featuring 54 costumes complete with headgear, footwear, jewellery, and artifacts such as weapons and musical instruments. Telephone 427-6530 for information.

Films

Varscona Theatre

3 August. 7:30 and 9:30 p.m. "Love On The Run." (France) and "Violette." (France).

4 August. 7:30 and 9:30 p.m. "Newsfront." (Australia) and "Diablo Menthe." (France).

5 August. 2 and 7:30 p.m. "Tree of Wooden Clogs." (Italy) and "Celine and Julie Go Boating." (France).

6 August. 7:30 and 9:30 p.m. "Pourquois Pas?" (France) and "An American Friend." (Germany).

7 August. 7:30 and 9:30 p.m. "Queen of the Gypsies." (USSR) and "Enigma of Kaspar Hauser." (Germany).

8 August. 7:30 and 9:30 p.m. "Nea." (France) and "Turtle On Its Back." (France).

9 August. 7:30 and 9:30 p.m. "Love On The Run." and "Violette." Edmonton Festival of International Films shown at the Varscona Theatre. Tickets for each show \$4. Information available at Public Libraries, Palms Cafe, SUB Records and Odeon Theatres. Telephone 422-6877 or 433-3222 for information.

Department of Radio and Television

3 August. 10:30 a.m. "A Community of Faith: Carbon Baptist Church." Aired on CFRN TV.

National Film Theatre

1, 2, and 3 August. 7:30 and 9:30 p.m. "Two Solitudes." (Canada). An epic film based on Canadian novelist, Hugh MacLennan's, book.

8 and 9 August. 7:30 and 9:30 p.m. "Take The Money and Run." Another comedy by Woody Allen. Performances in the Citadel's Zeidler Hall.

Lectures and Seminars

Department of Computing Science

2 August. 2 p.m. Sreekaanth S. Isloor of the University will speak on "Consistency Aspects of Distributed Databases." General Services Building, Room 617.

service information

Information must reach the Editor by 9 a.m. on the Thursday prior to publication. Written notification is necessary. Notices should be sent to 423 Athabasca Hall.

Notices

International Student Orientation

An orientation program for newly arrived international students will be held from 28 to 31 August. For further information contact the International Student Office, Room 225 Athabasca Hall (432-4145).

Reception Service

The International Student Office requires volunteers to meet new international students at the airport upon their arrival. Return mileage will be paid from your place of residence. Phone 432-4145.

Mature Student Orientation

On 27 August the Office of Student Affairs will be conducting an orientation program for students who will begin their studies after an extended absence from a school setting. Further information is available in Room 225 Athabasca Hall. (432-4145).

Study and Writing Skills Workshops

5 and 6 September. An evening program to effectively improve your academic skills. Contact the Office of Student Affairs, Room 225 Athabasca Hall (432-4145) for details.

Parking transferred to

Campus Security Services

Effective 1 August 1979, the administration of the University parking operation will become the responsibility of Campus Security. This change is in accordance with an earlier consultant's study and will result in certain efficiencies.

The Department of Physical Plant will continue to provide the necessary maintenance services for the parking facilities as in the past.

Student Support

"There will be no changes to the student support system this year," says Jim Horsman, Minister of Alberta Advanced Education and Manpower.

In a letter to student associations, institutional heads and other members of the education community, Mr. Horsman stressed that "it had been my earnest hope that changes to the assistance programs might be ready by mid-July, so that students planning to enroll for the coming academic year would know the status of the program. However, in view of the complexity of assessing the significant changes which have been proposed, it has not proved possible to recommend any changes for the fall of 1979."

Library Science required and subject degree in the biological sciences desirable. Preference will be given to a person with experience in a health science library and knowledge of on-line data base searching. Salary according to experience and qualifications. Salary range: \$19,696 to \$25,575 per annum. Academic status, excellent fringe benefits, removal grant. Applicants should send curriculum vitae, transcripts of academic records, and the names of three references to Mr. Bruce Peel, Chief Librarian, University of Alberta, Edmonton, Alberta, T6G 2J8. The University of Alberta is an equal opportunity employer.

Administrative Officer

An Administrative Officer is required for the Department of Entomology to work with the Chairman and staff in meeting personnel and administrative requirements of the Department. Duties will include management of the office, staffing, budgeting, timetabling, student registration, graduate student enquiries, and liaison with other departments and administrative offices of the University. Requirements are: a university degree plus administrative experience (or course work with a minimum of 7 years of practical experience with administrative procedures), and familiarity with bookkeeping. Salary range is \$15,325-\$22,985 (under review) per annum commensurate with qualifications and experience.

Interested persons should submit a letter of application and résumé with names and addresses of three referees by 31 August 1979 to:

Dr. G. E. Ball,
Professor and Chairman,
Department of Entomology,
255 Agriculture Building,
The University of Alberta
Edmonton, Alberta,
T6G 2E3

Non-Academic Positions

To obtain further information on the following positions, please contact Personnel Services and Staff Relations, third floor, SUB, telephone 432-5201. Please do not contact the department directly. Positions available as of 27 July.

Sales Clerk I (\$707-\$761)—Bookstore (two positions)

Clerk Typist II (\$707-\$817)—Office of the Comptroller, term (two positions); Anthropology; Rehabilitation Medicine; Secondary Education

Clerk Typist II (\$707-\$817)—Secondary Education; Housing and Food Services Clerk Typist II (\$355-\$425, term, trust, half-time)—Sociology

Clerk Steno II (\$707-\$844)—Educational Foundations; Forest Science; Extension Library Clerk II (\$707-\$844)—Faculté Saint-Jean

Dental Records Clerk (\$761-\$910)—Dentistry

Dental Records Clerk (\$761-\$910, term)—Dentistry

Programmable Typewriter Operator I/II (\$761-\$985)—Personnel Services and Staff Relations

Clerk Typist III (\$761-\$910)—Library Science; Educational Administration; Geography; Medical Bacteriology
Clerk Typist III (\$761-\$910, term)—Field Services
Clerk Typist III (\$5.00/hour, term, trust, half-time)—Student Affairs
Women's Equipment Room Attendant (\$4.53-\$5.45/hour, weekend hourly work)—Physical Education and Recreation
Senior Financial Records Clerk (\$785-\$945)—Drama
Data Entry Operator I/II (\$785-\$1,026)—Rural Economy
Clerk Steno III (\$785-\$945)—Sociology; Chemical Engineering; Continuing Medical Education; Extension; Rural Economy; Civil Engineering; Law (two positions); Obstetrics and Gynaecology; Physiology; University Occupational Health, Safety and Fire; Physics; Mineral Engineering; Secretariat
Clerk Steno III (\$818-\$985, trust)—Legal Resource Centre
Clerk Steno III (\$785-\$945, term)—Field Services
Student Record Processing Clerk (\$817-\$985)—Education (two positions)
Admission Records Trainee/Assistant (\$817-\$1,026)—Office of the Registrar (six positions)
Medical Steno (\$844-\$1,026)—Psychiatry
Accounts Clerk (\$844-\$1,026)—Office of the Comptroller
Secretary (\$439-\$535, half-time)—Secretariat
Secretary (\$878-\$1,071)—Business Administration and Commerce (two positions); Dental Clinical Sciences; Health Sciences—Computing; Medicine; Housing and Food Services
Secretary/Department Secretary (\$878-\$1,212)—Senate
Secretary (\$915-\$1,116, trust)—Nursing (Nurse Practitioner Program); Theoretical Physics Institute; Cancer Research Unit
Admission Records Assistant (\$455-\$558, half-time)—Physical Education and Recreation
Administrative Clerk (\$910-\$1,115)—Medical Bacteriology; Physics
Data Entry Supervisor (\$985-\$1,212)—Administrative Systems
Senior Systems Control Clerk (\$1,026-\$1,264, term)—Field Services—Education
Computer Assistant I (\$707-\$844)—Computing Services
Laboratory Assistant II/III (\$733-\$985)—Provincial Laboratory
Men's Equipment Room Attendant (\$785-\$945, term)—Physical Education
Building Service Worker II (\$817-\$985)—Housing and Food Services (two positions)
Technical Assistant (\$844-\$1,206)—Pharmacology
Technical/Senior Technical Assistant (\$844-\$1,162)—Radio and Television
Technician I (\$910-\$1,115)—Computing Services
Photographer II (\$910-\$1,115)—Audiovisual Media Centre
Audiovisual Technician I (\$910-\$1,115)—Audiovisual Media Centre
Dental Technician I (\$945-\$1,162)—

Dental Clinical Sciences
Instrument Technician I/II (\$945-\$1,320)—Chemical Engineering
Poultryman (\$949-\$1,162, trust)—Animal Science
Building Service Worker IV (\$985-\$1,212)—Physical Plant
Graphics Technician II (\$1,026-\$1,264, term)—Community Relations
Storeman III (Equipment Inventory Assistant) (\$1,026-\$1,264)—Technical Services
Security Officer I (\$1,026-\$1,264)—Campus Security
Electron Microscope Technician II (\$1,026-\$1,264)—Pathology
Laboratory Technologist I (\$1,026-\$1,264)—Provincial Laboratory
Electronics Technician II/III (\$1,071-\$1,501)—Chemistry
Biochemistry Technologist I (\$1,070-\$1,318, trust)—Pharmacology
Technologist (\$1,070-\$1,318, trust)—Physiology
Bacteriology Technologist I/II (\$535-\$750, term, trust, half-time)—Medical Bacteriology
Bacteriology Technologist (\$1,070-\$1,500, trust)—Medical Bacteriology
Technologist I/II (\$1,070-\$1,500, trust)—Zoology
Assistant Pool Supervisor (\$1,071-\$1,320)—Physical Education and Recreation
Art Technician-Demonstrator I (\$1,115-\$1,377)—Art and Design (two positions)
Technician III (\$1,162-\$1,439)—Biomedical Engineering
Biology Technician III (\$1,162-\$1,439)—Genetics
Machinist Technician II/III (\$1,162-\$1,638)—Physics
Technician III/IV (\$1,162-\$1,638)—Anatomy
Chemical Technologist II/III (\$1,162-\$1,638)—Chemical Engineering
Electronics Technician III (\$1,212-\$1,501)—Physics
Programmer/Analyst II (\$1,212-\$1,501)—Computing Services; Forest Science
Programmer/Analyst II (\$1,264-\$1,565, term, trust)—Computing Science
Technologist III (\$1,320-\$1,638)—Mineral Engineering
Programmer/Analyst III (\$1,439-\$1,789)—Computing Services; Computing Science
Engineering Technologist V (\$1,638-\$2,044)—Physical Plant
Specialist Technician (\$1,638-\$2,044)—Physics
Specialist Technician (\$1,708-\$2,131, trust)—Physics
Physical Plant Manager I (\$1,789-\$2,238)—Physical Plant

The following is a list of currently available positions in the University of Alberta Libraries. The bulletin board in the Cameron Library, Room 512, should be consulted for further information as to availability and position requirements.

Library Clerk III (\$761-\$910)—Education; Acquisitions; Cameron Reserve Reading Room
Library Assistant I (\$817-\$985)—Government Publications; Circulation
Accounts Clerk (\$844-\$1,026)—

Accounting
Secretary I (\$878-\$1,071)—Administration
Secretary I (\$878-\$1,071, term)—Library Support Services
Library Assistant II (\$910-\$1,115)—Cataloguing; Education
Storeman I/II (\$761-\$910)—Library Support Services

radio-labelled tumor localizing agents. Background in Nuclear Medicine Technology or chemistry desired. Apply: Director of Personnel, Cross Cancer Institute, 11560 University Avenue, Edmonton, Alberta. T6G 1Z2

Off-Campus

Vice-President Academic

Saint Mary's University invites applications, or nominations, for the position of Academic Vice-President to take office 1 July 1980.

Saint Mary's University is a co-educational university which offers programs at the graduate and undergraduate levels. There are approximately 2,200 full-time students and 1,500 part-time students and a Faculty of 175.

The salary and terms of office of the Academic Vice-President are negotiable.

Nominations for the position or written applications, accompanied by a résumé, will be received until a selection is made, and should be sent to:

The Chairman
Vice-Presidential Search Committee
Saint Mary's University
Halifax, Nova Scotia, Canada
B3H 3C3

Part-time Grants Coordinator

The successful applicant will be responsible for the overall exploration and development of grant applications. A high degree of English composition, supplemented with budgeting, general library research and business skills would be an asset. Anyone applying should submit a piece of factual composition and/or research along with a résumé before 9 August 1979 to the: Selections Committee, Handicapped Housing Society, 10325 83 Avenue, Edmonton, Alberta, T6E 2C6. Physically disabled persons are encouraged to apply.

Research Assistant

Wanted—full time research assistant (psychology), 1 August or 1 September, 1979. Salary (\$10,000 to \$12,000 per year). BA degree required. Call Brendan G. Rule, 432-3601.

Statistical Clerk

Required immediately for the Department of Epidemiology. Duties to include data manipulation, keypunching, and data entry using terminals.

Experience of data analysis, key-punching, use of terminals or programming. Technical diploma in data analysis advantageous but not essential. Apply: Director of Personnel, Cross Cancer Institute, 11560 University Avenue, Edmonton, Alberta. T6G 1Z2

Technician I

Edmonton Radiopharmaceutical Centre \$13,464 (Grant funded). Duties to include chemical preparation, quality control and evaluation of

Advertisements

All advertisements must be received by 3:00 p.m. on the Thursday prior to publication. The cost is 20 cents per word for the first week and 10 cents per word for subsequent weeks ordered before the next deadline. Advertisements must be paid for in advance, and are accepted at the discretion of the Editor. We regret that no advertisements can be taken over the telephone. For order forms or further information,.. telephone 432-2325.

Accommodations available

For sale—Bungalow in Windsor Park at 8932 116 St. \$127,000. For appointment call 439-4207.

For rent—Large furnished apartment. Adult deluxe highrise; pool, beautiful view, excellent location, buses, shopping, University. No pets. Non-smokers preferred. References. Flexible September 1979 - May 1980. 488-5113.

For sale—North Windsor Park bungalow. All rooms are large, ideal for entertaining. Home needs redecorating but is lowest priced in area at \$110,000. Call for viewing Jim Sellars, Block Bros. Realty. Office 452-7950, res. 424-6547.

For sale—Open beam bungalow in Malmo. Mature landscaping. Basement professionally developed with extensive use of wood. Quality construction. Call Maggie Woytkiw 436-2376, Potter Realty Co. Ltd. 436-3050.

For sale—Four bedroom home backing on golf course is decidedly the best buy in Westbrook under \$200,000—Main floor family room features fieldstone fireplace, built-in bookcases, pegged oak floors and sliding doors to poured patio. For more details call Eleanor Duncan 434-7368, Potter Realty 436-3050.

For sale—Our spic and span three bedroom, two storey home in Ottewell featuring three appliances, fenced yard, carport, full basement with laundry hook-up is well priced at \$75,000. Why not see it today with Eleanor Duncan, Potter Realty 434-7368 or 436-3050.

For sale by owner—2 x 100 acres divided by country road. Natural ski slopes; excellent for country lodge. Beautiful view to Pembina Valley. \$200,000. Cash only. 433-0629, 727-2483.

For sale—By owner. Quiet condominium. 990 sq. ft. Three bedrooms, 1½ baths, plus finished basement. Fridge, stove. \$48,200. Willowdale Place (West-end). Direct university bus. 487-7133 or 434-5064.

For rent—University area, 3 rooms, furnished. Private entrance, bath. References. 1 September. \$275. 436-5010.

For sale—exclusive showings on this charming four bedroom, traditionally styled home. Two blocks to university. Mrs. Pat Anderson, Royal Trust. 435-4869, 434-4460.

For sale—by owner. Townhouse on south-side. Three bedrooms, 1½ baths, fireplace, garage. \$69,900. Phone 434-4751.

For sale—by owner. Petrolia. Three bedroom bungalow. Stove, fridge, dishwasher, deepfreeze, built-in cabinets. Extra large landscaped yard, sunken brick patio, double garage. Finished basement with stone fireplace. 20 minutes from university on direct bus route. Close to schools and shopping. \$94,500. 434-8072.

For rent—University Avenue Manor. Completely furnished one bedroom apartment. Paved parking. Available 1 September. \$310 monthly. Care-taker, Apartment 16, 10839 University Avenue. 433-6969.

For sale—Blue Quill condominium. 20 minutes from university. One year old, three bedrooms, 1½ bathrooms, carpet throughout. \$56,500, by owner. No agents. Day 432-5285; night 436-5982.

For rent—Petrolia. Furnished three bedroom bungalow. 15 August - 1 June. 436-0723.

For rent—Executive home. Lansdowne. References. 1 year lease. 435-1556.

For sale—by owner—excellent executive two storey on Ravine Street in St. Albert. Four bedrooms, formal living/dining room, fireplace, family room, double garage. Close to schools, etc. 458-5001, 458-6718.

For sale—Fifty-six year old charmer. Over 2,000 sq. ft. of elegant living space just off Saskatchewan Drive, 99 Street. Mature ornamental and fruit trees provide spacious privacy on two lots. Features panel dining room, large living room with fireplace, four bedrooms, den, sunporch, bright modern kitchen, complete with appliances. Many extras provide lots of character and charm. Close to all amenities. Available 1 September 1979. By owner. \$124,500. 436-0271.

For rent—1 September 1979. Executive two bedroom, fully developed basement, two fireplaces, single garage, centrally located. West Capilano. \$675 per month. Phone 466-6914.

For sale—Four level split on quiet crescent in Riverbend. Large pie shaped lot. Completely developed with a total of five bedrooms and three baths. Large kitchen and dining room. Very attractive exterior. Call Agnes Fisher at Potter Realty. 436-3050 or 434-4080.

For sale—Large lakefront lot on Red Deer Lake, 75 miles southeast of Edmonton. Heavily treed, very private. Building site cleared. \$29,900. Shirley Way-Nee, Potter Realty. 435-6032. Office 436-3050.

For sale—Located in Belgravia, walking distance to U of A, 1,544 sq. ft.

semi-bungalow. Absolutely top condition inside and out. Single garage with carport at rear. Wood-burning fireplace, hardwood floors throughout. \$121,900. Call Potter Realty Co. Ltd. 436-3050 and ask for Peggy Bar. Res. 436-2433.

For rent—Bright furnished one bedroom basement suite in home two blocks from University. Quiet non-smoking female, references. \$195. 436-9093.

For sale—Country living by the lake. Custom built for year round comfort. Large open beam home features seven rooms, three bedrooms, two baths, loft, fireplace, security system, and all appliances. Huge sundeck and fully landscaped yard. For appointment call Sentry Properties Ltd. 428-1560.

For sale or rent—Condominium. 1,200 sq. ft. carpeted three bedroom condominium, five appliances, fireplace, two car underground parking. Easy access to University. Call 432-6599 daytime. \$500 monthly. Available 1 August.

For sale—Spacious four bedroom house with family room on immense lot. Corinthia Park, Leduc. University twenty-five minutes. 986-9465.

For sale—By owner. Blue Quill. Four bedroom townhouse, 1½ baths, fireplace, garage, finished basement, five appliances. \$72,000. Phone 437-0959.

For rent—Fully furnished three bedroom house near Misericordia, 1 November 1979 to 31 August 1981. Monthly rent \$600. For details, telephone 484-8376.

Accommodations wanted

Physician wishes to rent home for twelve months from September, 1979. Telephone Dr. Orford at 487-1871.

Professor and wife wanting to rent furnished house/apartment/farmhouse for academic year. Call collect 1-613-829-4521.

Automobiles and accessories

1971 Toyota Mark II, 1900 cc, needs body-work. \$500. 439-7442.

1976 Peugeot 504 diesel wagon. Excellent condition. All service records from new. Phone 922-3374. evenings.

1974 Montego MX Villager S/W. Excellent condition, 18,000 miles after rebuilt engine. Asking \$3,700. 462-4755.

For sale—1978 Plymouth Horizon, low mileage, economical, like new. Phone evenings 986-2338.

1972 Ford Montego stationwagon. Seats 9, 78,000 miles. \$950. Phone 453-6089 weekends and after 6 p.m. weekdays.

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Will do top quality typing. Phone 455-6398.

Edmonton YMCA Chito-Ryu Karate Club. Phone 455-2139.

Expert typing—theses, etc. 455-0641.

Electric piano for sale. Full 88 notes.

Stereo outputs and headphones.

Unfinished cabinet but beautiful sound. \$1,200. 436-1879 after 5 p.m.

Quality custom furniture, cabinets,

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432-1419.

Bechstein grand piano 7½ ft., beautiful instrument, 95 years old, completely rebuilt. Refinished by one of Edmonton's finest piano rebuilders. Concert bench included. Must be seen and played. Offers over \$9,000 considered. 434-1334.

Antique and later—Furniture from England—tables, chairs, beds, cabinets, stools, upholstered chairs, etc.

Porcelain—Doulton, Crown Derby, Coalport, Sévres. Cloisonné. Ivories.

Art Glass. Pictures. Brass and copper. Clocks. Old Maps. Books. Cameras. Jewellery. Old bottles.

Tools. Edwardian clothes. Many more curiosities and gift items. Please inquire. Valuations undertaken. Mary Goulden Antiques. From 137 Ave.

and 50 St. drive five miles north east on Highway 15, then 1½ miles east. Open Thursday through Sunday 1 - 8 p.m. 973-3656, 475-8139.

Babies wanted—Three to nine months old. Volunteers needed for short observations of early learning, at home or in lab. Dr. Cornell. 432-5216.

Facelift painters—Specializing in excellence of workmanship and immediate service. Commercial, residential. Interior, exterior. 434-4833.

Typing on Word Processor. Call Darlene 452-7862, 987-2989.

Professional typing. 464-4887.

Renovating—Quality cedar decking, finishing siding material. Low prices. 967-5818.

Keep-fit yoga: New class begins 14 August. Classes Tuesday evenings. Fee for professional instruction only. Registration 7 August at 5 p.m., room 9 floor 14, Tory Building. For pre-registration or information write with your address to Box 184, University Post Office.

Mature and reliable person needed to babysit for a five month old baby.

From Monday through Friday, 8:30 a.m. till 5 p.m. Good payment. Call evenings. 433-8880. University area preferable.

Tone of \$6,000 grand in apartment size small upright piano. Volume adjusts from whisper to concert level. Must be heard to appreciate tone quality. Phone Dean 432-3796, 436-1879.

For sale—white Tappan stove—electric. Has clock, minute timer, and automatic pre-set timer. Excellent condition. 435-7838 after 5 p.m. \$100. Reliable baby sitter to come in part-time, Tuesday - Friday, 7:45 - 2:45. Two boys 7 and 2. \$220 monthly. McKernan. 436-9283.

Color and fabric study. Men, all ages, needed for color and textile research. Color blind men especially asked to respond. Total time required 15 - 30 minutes. Contact Lorna Blackwell, Home Economics Building, Room 125. 432-5385, mornings.

Hacking wanted. Experienced light-weight adult, appalled by the prospect of eternally circumnavigating an arena, seeks the use of a good horse for hacking. Sympathetic, good hands. 432-0879.

For sale—British Shorthair kittens. Blue, blue-cream, cream, red tabby. 436-4780.

Wanted old color portable TVs. Call 455-4289.

Wanted: Sitter for four month old boy, starting September. Janet, 435-4524. Reliable house sitters available. Information, references. 437-2377.

Yamaha piano U1J. Ebony adjustable chair. One year old. \$3,150 new, asking \$2,700. 432-0438 or 432-2347 Robert.

Sale Hasselblad 500CM 100T3.5 2 A12 backs new. 6 month. Phone 464-3613.

Wanted—Purebred German Shepherd pup, reasonable price. Call after 6 p.m. 458-5689.

Loving parents want a mature person to care for their 7 month old daughter for the September to April school-year. (Monday - Friday; 9 - 3 p.m.) Call after 3 p.m. 437-7495.

Garage sale—169 Tudor Lane 112 Street at 31 Avenue. Saturday 4 August 10 a.m. - 2 p.m.

Teacher needs mature reliable babysitter to come in for six month old. Starting late August. University area. Good salary. 439-5065.

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